## Performance & Development Solutions (PDS) Foundations of Government

## (PLEASE PRINT)

Name:			SS	5#:				
	Last	First	MI					
Department:			Classification:					
Work Location:		Work Phone:						
E-Mail Address:								
Completion of the PDS Foundations of Government Certificate requires completion of <u>ten</u> (10) of the courses listed below. Participants have two years from the enrollment confirmation date to complete the program. Courses taken six months prior to the enrollment confirmation date can be counted toward completion of the certificate.								
Record Of Completion								
	Course			Date Taken				
1)								
2)								
3)								
4)								
5) 6)	'							
7)								
8)	•							
9)								
10)								
Select ten of the following courses:  Citizen's Aide/Ombudsman (RM 010)  Contested Cases (RM 008)  Electronic Code Research (RM 005)  Ethics for the Rule Maker (RM 009)  Executive Orders Relating to Rulemaking (RM 006)  Introduction to Administrative Law (RM 001)  Judicial Rule Review (RM 007)			Legislative Process in Iowa Government (GI 144) Open Records/Public Meetings (RM 011) Overview of State Government Finances (MC 311) Rule Writing Style (RM 003) Statutory Construction and Legal Drafting (RM 002) The Rulemaking Process (RM 004)					
The following signatures	indicate awareness of this a	application and supp	ort for completion of this ce	ertificate program within two	(2) years.			
Employee Signature		Date	Department Director Signate	ure	Date			
Supervisor Signature		Date	Training Liaison Signature (	State Employee Only)	Date			
Please return the comple	eted form to:							
State Employees: Your agency's Training Liaison Non-State Employees: PDS Training, DAS-HRE, Fax: (515) 242-5152, Phone: (515) 281-5456								
For PDS Use Only:  Confirmed:  Certificate Sent:	Courses	Valid Since:	C	ompletion Date By:				

CFN 552-0692 Rev. 5/06